



DATE: October 13, 2004  
TO: Superintendents, Program Directors, and Fiscal Officers  
FROM: Terry Pruitt, Senior Associate  
SUBJECT: Contracts, Invoicing, Forms and Helpful Information

#### Contracts: Sign and Return

On October 1, 2004, amended contracts were mailed to the legal contact for your program. These amended contracts include development funding and, if applicable, performance incentive funding for FY04. Please ensure that these documents are signed and returned to KYAE quickly [attn: Tim Bennett] so that they can be processed for approval by the November session of the Government Contract Review Committee.

In that same mailing, program directors and authorizing agents received an 'APPROVED' copy of your original Master Agreement. These are for your files and require no response.

#### Development Funds Budget Required

KYAE requires that you submit a budget to allocate your development funding. Because these funds are nonrecurring, KYAE discourages providers from using this funding for salaries. However, if you chose to expand your program personnel based on these additional dollars, please make the necessary changes to the staff qualifications worksheet and submit it with your development funding budget. The budget and staff forms are available at <http://adulthood.state.ky.us/> on the Forms/Resources page as Budget Development Funds - Staff Worksheet FY05. **The revised budget form(s) must be submitted by October 29, 2004 to [faith.cirre@ky.gov](mailto:faith.cirre@ky.gov).**

#### Purchasing Guidelines

The use of development funds is governed by the same regulations as your core services grant. KYAE recommends that development funds be expended for instructional materials and supplies; technology improvements (hardware, connectivity, upgrades); classroom furniture and equipment; and outreach activities and materials that support a public communications campaign (limited to 5 percent in administration category). You may not use these funds for student or staff incentives, GED caps and gowns or food/meals. Goods and services must be received by June 30, 2005.

#### New FY05 Forms and Timeline

All of KYAE's reporting forms have been revised recently; you may go to <http://adulthood.state.ky.us/> (Forms/Resources page) to retrieve the new FY05 versions. Both the KYAE-10 form and TS1 report were revised as of 8/04; please make sure you are using these updated forms.

Also, refer to the Word documents on the Forms/Resources page for directions on completing the KYAE-10 form, a timeline for report submissions, and the new MUNIS codes.

Special for Co-ops: look for the new roll-up KYAE-10 now available for your use.

### **Invoicing Alert**

Please be aware that it is a contract requirement to invoice monthly by the 10<sup>th</sup> of the month. To avoid potential reimbursement problems, you should file any overdue reports immediately. Remember that you must submit a separate report for each month's expenditures and that timesheet salary totals must match the salary claimed on the KYAE-10 for that month.

### **Travel involving meals – new documentation requirement**

Please be aware that the Finance and Administration Cabinet amended travel regulations effective March 22, 2004. To receive reimbursement, all meal expenses incurred while traveling must be documented with a receipt and kept on file locally. Reimbursement will be for the lesser of the state per diem rate or the receipt amount.

For auditing purposes, providers must now obtain receipts for all meal expenses invoiced as part of the KYAE grant, regardless of local regulations. These receipts are to be maintained on site; **do not submit** them with the KYAE-10 invoice.

NOTE: State mileage rates are being updated quarterly; check <http://controller.ky.gov/Mileage%20rate%20for%20website.doc> to obtain the most current information.

### **Professional Development Funds – AAACE Registration**

Register by October 15 for the November 2-6, 2004, AAACE Conference, and KYAE will pay the early registration fee of \$300 directly from our offices. You may do so on line at <http://www.aaace.org/> and be sure to mark that you are funded by KYAE. Higher fees for registration after October 15 as well as pre- and post- conference fees or events will be the responsibility of the registrant or program.

When planning for other professional development activities, please note that PD funds are restricted for use at approved in-state trainings only. You may use incentive funding to attend approved PD activities out of state.